

## JOB ANNOUNCEMENT/POSITION DESCRIPTION

### **Administrative Assistant Associated Colleges of the Midwest (ACM)**

Do you thrive by keeping things organized? Are you a planner? Do you like variety in your work and multitasking? Do you enjoy a collaborative environment? Are you someone who sets high standards for your work? Are you interested in working with higher education colleagues across 14 member campuses?

If you answered “yes” to these questions, consider applying to become the next Administrative Assistant at the [Associated Colleges of the Midwest](#) (ACM), a non-profit educational consortium of 14 residential liberal arts colleges across five states.

#### **Overall Purpose (Goal) of this Position**

The primary focus of the position is to handle administrative duties related to ACM projects and programs, grant-funded initiatives, meeting and event planning, and overall office administration. The position supports all activities of the organization. The Administrative Assistant will serve as the first point of contact to the organization. Your ability to manage multiple tasks, communicate effectively, and pitch in when needed will be key to your success in this new role.

The Administrative Assistant will be part of a team of professionals and will manage daily operations of the organization. The Administrative Assistant will report to the Chief Operating Officer and Vice President for Administration and work closely with other consortial staff.

#### **Key Responsibilities**

- Provide administrative support for the organization’s programs and projects, including workshop/conference planning, meeting planning, and other activities. Examples of these responsibilities include processing reimbursement requests, scheduling meetings, polling for availability, and working with hotels, meeting venues, restaurants and food service/caterers.
- Coordinate President’s calendar and travel logistics.
- Proofread, edit, and distribute a variety of materials.
- Maintain databases, directory information, and update website pages as needed.
- Support general office administration, including ordering office supplies, working with building management, answering phone calls, and processing mail.
- Provide excellent customer service to all ACM constituencies.
- Other related duties and projects.

#### **Required Qualifications**

- Bachelor’s degree.
- 2-3 years of related work experience required which can include on-campus jobs.
- Willingness to learn a variety of organizational functions.
- Excellent oral and written communication skills.
- Experience with calendaring and professional email.
- Strong organizational/project management skills and excellent attention to detail and accuracy.
- Ability to multitask in a fast-paced environment in an efficient, professional manner.
- Ability to build and maintain relationships with colleagues, vendors, campus contacts, and partners.
- Ability to be a collaborative team player and to work independently with self-direction.

- Consistent use of good judgment and discretion.
- Ability to travel to off-site meetings in Chicago and on ACM campuses, as needed.
- Ability to work after hours as necessary.
- Proficiency in Microsoft Office, especially MS Excel, Word, and PowerPoint, and the ability to learn custom systems.
- A valid driver's license and the ability to operate a motor vehicle.
- Satisfactory outcome of a personal background check, which, depending on the position and department, may include professional references, verification of previous employment and education, criminal background check, a department motor vehicle check and/or a consumer credit check.

### **Preferred Qualifications**

- Experience maintaining databases and editing and updating websites.
- Familiarity with liberal arts education.

### **Additional Information**

This is a full-time, non-exempt position. While the office is based in Chicago, IL, staff are currently teleworking during the COVID-19 pandemic. A fixed telework/remote work situation may be available post-pandemic as long as the candidate is willing to travel to Chicago occasionally at their own expense. Salary range is \$37,000-\$42,000. The ACM's benefits package includes health, dental, and 403(b), and a flexible, collaborative environment that values work/life balance.

- Start date: Summer/Fall 2022
- Application deadline: applications accepted on a rolling basis; position open until filled

### **Application Instructions**

If you would like to be considered as a candidate for this position, please send:

- a letter explaining your interest in the position, the qualifications you would bring, and how you would contribute to ACM's goals for this position;
- a professional resume;
- available start date; and
- a list of at least three references, including contact details (who would be contacted only with prior permission).

Materials should be submitted electronically as attachments, in MS Word or PDF format, to [acm@acm.edu](mailto:acm@acm.edu) using the subject "Administrative Assistant 2022."

### **About ACM**

The ACM is a consortium of 14 residential liberal arts colleges located in Colorado, Illinois, Iowa, Minnesota, and Wisconsin, founded in 1958. The ACM enriches residential liberal arts education and strengthens members through collaborative initiatives and programs for faculty, students, and staff. The ACM is governed by the presidents of the 14 member colleges and an advisory board of deans. The colleges enroll more than 23,000 students, almost 60% from Midwest states, and have over 1,700 faculty. In the past seven years, the ACM has received more than \$11 million in foundation support for its programs and initiatives. For more information about ACM, visit [www.ACM.edu](http://www.ACM.edu); be sure to check out our [2021 Impact Report](#).

The Associated Colleges of the Midwest is an equal employment opportunity employer. ACM does not discriminate in the operation of its educational programs, activities, or employment with regard to race, color, ethnicity, religion, sex, age, national origin (ancestry), disability, marital status, parental status, sexual orientation, gender identity or expression, veteran status, or any other basis prohibited by law.

ACM member colleges: Beloit College, Carleton College, Coe College, Colorado College, Cornell College, Grinnell College, Knox College, Lake Forest College, Lawrence University, Luther College, Macalester College, Monmouth College, Ripon College, and St. Olaf College.

Position also posted at [www.ACM.edu/employment](http://www.ACM.edu/employment).